

**IDAHO BOARD OF DRINKING WATER & WASTEWATER PROFESSIONALS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 2/6/2019**

**BOARD MEMBERS PRESENT:** Dr Joan M Cloonan - Chair  
Brad D Andersen  
Michael S Parker  
Michael W Shepherd  
Paul D Sifford  
Barry N Burnell

**BOARD MEMBERS ABSENT:** Daniel J Messier

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Rob McQuade, Legal Counsel  
Dicsie Gullick, Management Assistant

**OTHERS PRESENT:** Lynn Tominaga, Idaho Rural Water Association  
Kelsie Cole, Idaho Rural Water Association  
Keith Begay, City of Nampa  
Albert Garcia, City of Nampa

The meeting was called to order at 8:30 AM MST by Dr Joan M Cloonan.

**PUBLIC COMMENT**

There was no public comment.

**INTRODUCTIONS**

Ms. Packer and Mr. McQuade introduced themselves to the Board.

**APPROVAL OF MINUTES**

Mr. Shepherd made a motion to approve the minutes of November 7, 2018. It was seconded by Mr. Parker. Motion carried.

**LEGISLATIVE REPORT**

Ms. Packer said that the proposed rules have passed both houses of the Legislature and will be part of an omnibus bill toward the end of the session.

## **INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Eavenson updated the Board on the Interim Committee's current status, the November meeting of the National Consortium on Occupational Licensing held in Florida, and the Licensing Freedom Act Working Group.

## **TRAVEL EXPENSES**

Ms. Eavenson reviewed travel vouchers, how to fill them out correctly, and changes to the Bureau's travel policy.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$347,730.46 as of December 31, 2018.

## **5 YEAR REVENUE/EXPENSE DETAILED REPORT**

Ms. Hall presented the Board with two five-year comparison reports.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **PROPOSED LAWS/RULES**

Ms. Hall let the Board know that the deadline for submission of law changes is mid-July, and the deadline for submission of rule changes is mid-August.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for May 1, 2019 at 8:30 AM MDT.

## **WATER/WASTEWATER APPRENTICESHIP PROGRAM UPDATE BY IDAHO RURAL WATER ASSOCIATION (IRWA)**

Ms. Cole from IRWA presented the Board with an update on the apprenticeship program. There are 6 apprentices officially enrolled. There are quite a few

individuals and systems that are interested in the program. The City of Caldwell could bring in 10 apprentices in the next year. IRWA is currently working on assembling a matrix of trainings which will include different tracks. The next orientation will be February 20 at 8:00 AM MST at the Boise office.

### **UPDATE REGARDING WORKFORCE DEVELOPMENT COUNCIL**

Dr. Cloonan let the Board know that Wendi Secrist is the new director of the Workforce Development Council. Dr. Cloonan asked to be taken off the To Do List, and recommended Mr. Shepherd be the one to update the Board.

### **PROPOSED LAWS/RULES**

No proposed laws or rules were discussed and no action was taken.

### **DISCUSSION REGARDING CONTRACT OPERATORS**

The Board discussed how to count operator experience that was obtained while working for a contractor and not a system. Since only experience obtained at a system counts toward licensure, the Board recommended those operators have the system on which they did contract work complete an employment addendum showing their hours worked.

### **DISCUSSION REGARDING VERY SMALL SYSTEMS AND CLASS 1 LICENSES**

The Board discussed a few very small drinking water systems that are growing in size and will likely be upgraded to a Class 1 system. The operators are concerned about getting a Class 1 license. The Board confirmed that when a system is upgraded by the Department of Environmental Quality (DEQ), operators are given a certain amount of time to get their licenses upgraded. The best option for many might be a Class 1 restricted license, which requires only 260 hours of experience. A Class 1 restricted license can then be upgraded when the operator has achieved one year experience on the Class 1 system.

### **EXECUTIVE SESSION**

Mr. Burnell made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Sifford. The vote was: Mr. Burnell, aye; Mr. Sifford, aye; Mr. Parker, aye; Mr. Andersen, aye; Mr. Shepherd, aye; and Dr. Cloonan, aye. Motion carried.

Mr. Burnell made a motion to come out of executive session. It was seconded by Mr. Shepherd. The vote was: Mr. Burnell, aye; Mr. Sifford, aye; Mr. Parker, aye; Mr. Andersen, aye; Mr. Shepherd, aye; and Dr. Cloonan, aye. Motion carried.

## **DISCUSSION REGARDING METER TECHNICIANS AND LICENSING**

The Board discussed whether or not a meter reader has the experience for a Distribution license. Mr. Begay and Mr. Garcia addressed the Board over concerns that some meter technicians were being approved for their Class I exam while others were not. Without discussing specifics, the Board explained that to obtain a Drinking Water Distribution Class I license, an operator should have more experience than just reading meters.

## **DISCUSSION REGARDING ENDORSEMENT APPLICATIONS**

The Board discussed options to help streamline the endorsement application process. Mr. Andersen made a motion to allow endorsement applications to be reviewed by Mr. Burnell and one other Board member between meetings. It was seconded by Mr. Shepherd. Motion carried.

## **CONTINUING EDUCATION WAIVERS**

The Board discussed how to handle continuing education waiver requests that are received between Board meetings. Mr. Shepherd made a motion to allow the Chair or Vice-Chair to review continuing education waivers between meetings. It was seconded by Mr. Sifford. Motion carried.

## **APPLICATION FORM REVIEW**

The Board reviewed draft application forms. Mr. Shepherd made a motion to direct Bureau staff to instruct applicants to use newer applications. It was seconded by Mr. Parker. Motion carried.

Mr. Parker made a motion to approve the application forms as drafted. It was seconded by Mr. Sifford. Motion carried.

## **WEBSITE UPDATE REVIEW**

Ms. Hall presented the Board with draft changes to two sections of the Board's website. Mr. Andersen asked that the name of the College of Eastern Idaho be updated. Dr. Cloonan asked for some grammatical changes. Mr. Shepherd asked that a header be added to the military section along with some helpful links regarding military and veterans. Mr. Shepherd made a motion to approve the website update with the noted changes, and agreed to work with Ms. Hall on adding the military links. It was seconded by Mr. Andersen. Motion carried.

## **ASSOCIATION OF BOARDS OF CERTIFICATION (ABC) ANNUAL CONFERENCE REPORTS**

Mr. Shepherd, Mr. Sifford and Ms. Gullick gave brief reports on their ABC Annual Conference attendance.

## **CORRESPONDENCE**

The Board reviewed correspondence from Mr. Bowman regarding using experience as a master plumber toward a water distribution licensure. Mr. Shepherd made a motion to direct Bureau staff compose a letter for Board Chair review stating that experience acquired on a water system would count toward licensure, but general plumbing experience would not count toward licensure. It was seconded by Mr. Andersen. Motion carried.

The Board reviewed correspondence from Mr. Cowley regarding how distribution experience can be substituted for treatment experience and vice versa. Mr. Parker made a motion to direct Bureau staff to compose a letter for review by Mr. Burnell stating what water/wastewater experience can be used to substitute for other water/wastewater experience. It was seconded by Mr. Shepherd. Motion carried.

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Dr. Cloonan left the meeting during executive session.

Mr. Parker made a motion to come out of executive session. It was seconded by Mr. Sifford. The vote was: Mr. Burnell, aye; Mr. Sifford, aye; Mr. Parker, aye; Mr. Andersen, aye; and Mr. Shepherd, aye. Motion carried.

## **APPLICATIONS**

Mr. Sifford made a motion to approve the following for licensure:

BRYAN NATHANIEL	WWT3-23084
BUNTING DAMON LAYNE	WWT3-22991
KIMPTON JEREMY RAY	WWT2-22959
LOFTIS ROBERT DANIEL	DWD3-22953
MARSHALL MATTHEW IAN	DWD3-23023
KING VINCE B	DWD1-23097
NEU ZACHARY D	WWC1-22983
GILBERTSON JEFFREY RICHARD	WWT1-22997
HIATT GUSTAVES C	WWC1-22961

It was seconded by Mr. Andersen. Motion carried.

Mr. Sifford made a motion to approve the following for examination:

901047605  
901041575  
901040543  
901040543  
901164019  
901153493  
901138308  
901138308  
901120788  
901154462  
901151037  
901163910  
901149901  
901149901  
901060290  
901139919  
901149177  
901142674  
901141529  
901050751  
901060539  
901073791  
901140144  
901141611  
901161770  
901054935  
901112986  
901164133  
901101692  
901092890  
901144448  
901144448  
901114125  
901105467  
901050310  
901163916  
901164108  
901164056  
901163962  
901157723

901141265  
901163371  
901131023  
901120873  
901141490  
901164014  
901164015  
901163935  
901163935  
901158108  
901137452  
901154542  
901156334  
901152521  
901157708  
901157708  
901163920  
901162181  
901146263  
901152707  
901140210  
901163947  
901164154  
901143221  
901155477  
901101730  
901101730

It was seconded by Mr. Andersen. Motion carried.

Mr. Sifford made a motion to approve the following for examination pending receipt of additional information:

901163869  
901119626  
901135704  
901141265  
901154059  
901157345  
901141612  
901032567  
901115227  
901163944  
901134735  
901134209  
901134209

901150963  
901139919  
901142674  
901129144  
901048281  
901164057  
901141265  
901138089  
901115122  
901116076  
901061805  
901151036  
901151035  
901102249  
901158109  
901150881  
901161457  
901144442  
901149201  
901138308  
901163985  
901130891  
901152900  
901146294  
901164368  
901122253  
901032081  
901074497  
901144539  
901123341  
901141612

It was seconded by Mr. Andersen. Motion carried.

Mr. Parker made a motion to approve the following for examination:

901157708  
901157708

It was seconded by Mr. Burnell. Motion carried. Mr. Shepherd was recused from discussion and voting.

Mr. Andersen made a motion to approve the following for examination:

901101730  
901101730



It was seconded by Mr. Sifford. Motion carried. Mr. Parker was recused from discussion and voting.

Mr. Andersen made a motion to approve the following pending receipt of additional information:

901163944

It was seconded by Mr. Sifford. Motion carried. Mr. Parker was recused from discussion and voting.

Mr. Parker made a motion to approve the following pending receipt of additional information:

901049185

It was seconded by Mr. Burnell. Motion carried. Mr. Sifford was recused from discussion and voting.

## **ADJOURNMENT**

Mr. Burnell made a motion to adjourn the meeting at 1:43 PM MST. It was seconded by Mr. Parker. Motion carried.

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Dr Joan M Cloonan, Chair

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Brad D Andersen

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Michael S Parker

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Daniel J Messier

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Michael W Shepherd

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Paul D Sifford

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Barry N Burnell

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Kelley Packer, Bureau Chief